

District Technical Services



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Technical Services

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VPN – Virtual Private Network

- VPN
 - FDOT-VPN through Hayes Communications.
 - Program installed on your PC.
 - Used for gaining access to the FDOT Server for the following FDOT programs:
 - Sitemanager (Pipeline / Standalone)
 - EDMS (Hummingbird DM / Hummingbird Imaging)
 - EDMS upload speed is directly effected by the speed of your Internet Service Provider.
 - INFONET
 - CIM (Construction Information Monitoring)
 - Webfocus - Ad-hoc Reporting

VPN

- VPN continued:
 - Computer Security Access Request Addendum is required and attached to the AARF (Automated Access Request Form).
 - Hayes Communications needs to know who is responsible for payment.
 - Purchased through Hayes Communications (\$20.00 a month)
 - VPN PASSWORD “resets” are through Hayes Communications
 - DOT Customized VPN Client can be downloaded from the following web address: <http://vpn.hcs.net/dot.html> LINK
 - Only use the State Materials Office Connection Entry for District One.

Citrix

- CITRIX Web Interface
 - Allows access to FDOT applications executed on a CITRIX server.
 - The method of access is via the Internet at the FDOT Citrix website.
 - The following FDOT programs can be accessed through the Citrix Server:
 - Sitemanager (Inspectors via an “air card”)
 - LIMS
 - Infonet (only through appropriate approvals)
 - Hummingbird DM 5.2 (Using Citrix you will not have the ability to scan documents into the D1 server)
 - Office of Information Systems is responsible for this password

CITRIX vs VPN

- Citrix Server is used for CCEI / CEI to gain access to Sitemanager and LIMS.
- VPN should be used for all FDOT applications other than the above aforementioned.
- Location, Location, Location. If there is no available wireless internet activity on your Project, your Inspectors shall be required to use the VPN (Sitemanager Standalone / Pipeline) for their Daily Work Reports.

SITEMANAGER

- SiteManager is a system that is used for managing projects during the construction phase.
 - Daily Work Reports entered directly from the field by each inspector working on site.
 - Contract Change Orders are entered and tracked.
 - Contract time is charged, entered and tracked.
 - Critical & Key Dates [LINK](#)
 - Periodic pay estimates are generated based on completed work quantities.
 - Used for tracking the Source of supply – steel on Federal-Aid Contracts.
 - Used for tracking parts replacement for attenuator repair.

Sitemanager – Daily Work Reports

- CPAM 5.1.5 (A) : Each technician responsible for the inspection of work must report all work, events, etc, using the Daily Work Report function within Sitemanager.
- District One Construction does not use form No. 700-010-13 anymore.
 - If connectivity is a problem on your job site the Department's expectations for the Inspector is to use the Stand-Alone Function within Sitemanager.

Sitemanager : Stand-Alone Function

- Requires a VPN account.
- Requires the SiteManager 3.9b Download.
 - Download is located on the State Construction website, click on “Downloads”.
- For more information regarding the Stand-Alone Function please read chapter XII in the Sitemanager User’s Handbook or call Scott Sikorski @ 863-519-2782.

Sitemanager Change Orders

- Change Orders include:
 - Unilateral Supplemental Agreement
 - Document used to pay our estimated value of a disputed claim.
 - Unilateral Pay Items shall be independent line items.
 - Contingency Supplemental Agreement
 - Additional money granted for unexpected work.
 - Movement of Items Within Contract
 - District Use Only (funding type must be the same on both projects)
 - Time Extension Agreements
 - Days granted to complete the work.

Sitemanager Change Orders

- Supplemental Agreements
 - Additional money and/or days granted for specified additional work.
- Specification changes
 - Zero dollar work order specification changes
- Contingency Work Order time extensions
 - Days granted on the original contingency pay item or on a contingency SA.
 - NEVER ADD PAY ITEMS
- Holiday Time Extension
 - Days granted due to a holiday.
- Modifying Pay Item Participation
 - Used for changing participation on contract items that have already been paid. Administrative action only.

Sitemanager Change Orders

- The Change Order Header - Reason Code and type should match FDOT business rules.
 - See Business Rules for Contract Change Order Reason Code Descriptions on the following FDOT web site:
<http://www.dot.state.fl.us/construction/trnsport/Business%20Rules/BusinessRules.shtm> LINK
- FHWA Non Participating Pay Items must be entered separate from Participating Pay Items.
- Sitemanager Change Order report shall accompany all Supplemental Agreements submitted to the District Office for processing.
 - No Sitemanager change order report = no processing.

SiteManager Change Orders

- Leave all Supplemental Agreements / Unilateral payments in DRAFT status.
- All Supplemental Agreements shall be numbered according to the Sitemanager change order number.
- Never pay on a Supplemental agreement until it is fully executed.
- Work Orders are not entered as a Change Order unless the work order has a time adjustment.

Sitemanager - Contractor Payments

- All estimates (including Final) are generated in Sitemanager as a “Progress” estimate.
 - Don’t use “Final” or “Supplemental”.
- NEVER USE “Other” for a Line Item Adjustment.
- Contact the District Construction Office if you are going to enter a “Contract Adjustment”.
- Contact the District Construction Office if you are going to charge “Liquidated Damages”.

Sitemanager – Buy America Tracking

- The Department by FDOT Specification (6-12.2, 2007 and 6-5.2, 2010) and Federal requirements (23 CFR 635.410) is required to track any foreign steel or iron that is permanently incorporated into a Federal Aid participating project.
- Sitemanager Quick Helps can be found at the following web address:
<http://www.dot.state.fl.us/construction/trnsport/quick%20help/QuickHelp.shtm> LINK
- Only the Project Administrator has the authority to attach the DWR template to your Contract.
- Once the template is attached to the Contract the Inspector can enter the data on their DWR.

Sitemanager

- Passwords for Sitemanager are handled through the District Construction Office.
 - First Contact: Jos.Thomas@dot.state.fl.us
 - Phone number : 863-519-2751
 - Second Contact: Scott.Sikorski@dot.state.fl.us
 - Phone number : 863-519-2782
- Please READ the Sitemanager User's Handbook before calling the District Office for help.

EDMS – Electronic Document Management System

- The Construction EDMS contains all construction project documentation and correspondence accumulated throughout the construction phase of the project to include Final Estimates and Project Completion.
- The Construction EDMS will serve as a central repository for official construction records.

EDMS – Electronic Document Management System

Information for obtaining EDMS is located at the following web address:

http://www.dot.state.fl.us/ComputerSecurity/Consultants/obtain_EDMS.shtm LINK

User Name and Password for EDMS is assigned by OIS and will be the same as FDOT CITRIX / LIMS / LAN user name and password.

EDMS – Electronic Document Management System

- EDMS users are defined as the following:
 - View Only
 - Capture Operator
 - Create Documents (scan, import, cleanup, rotate, attribute and annotate documents)
 - Index Operator
 - Capture Operator, Delete documents, Verify quality of image and document
 - QC Reviewer
 - Annotates, re-attributes, insure accuracy, publish to archive and sensitive documents
 - Application Coordinator
 - Capture Operator + Index Operator + QC Reviewer

EDMS – Electronic Document Management System

There are two different methods of using Hummingbird

1. Hummingbird DM Imaging / DM extensions
 - a. This is the downloaded application on your desktop that you purchase from OpenText Livelink ECM-eDOCS DM (known as Hummingbird)
 - b. This application requires the use of the VPN.
 - c. When using the DM connection wizard you will need to type in the following DM server name:
DOTSD1EDMS2.d1.dot.state.fl.us
 - d. This application is only needed for the capture operator scanning and attributing into EDMS.

EDMS – Electronic Document Management System

- There are two different methods of using Hummingbird continued:
 2. Hummingbird Webtop.
 - a. Users don't need to purchase this application.
 - b. This is a web application located on an FDOT server.
 - c. Can be accessed through Citrix (only if you have the Infonet Icon).
 1. Located within the Enterprise Applications link on the DOT Infonet site. Infonet
 - d. Must have a current version of Java loaded on your computer.
 - e. Must have the proper access approved through OIS.

EDMS – Quality Control

- District One has an EDMS Quality Control Plan located at the following site:
 - <http://infonet/electronicdocumentmanagementsystems/applications/Construction/docs/District1EDMSQAQCProcess.pdf> D1 QC Plan
- Consultants are responsible for developing their own Document Tracking Process.
 - Each Office should establish a simple provisional tracking system for the paper documents that are to be scanned. This process should include the recommendations on page 3 of the District QC plan.

EDMS – Quality Control

- All documents scanned into EDMS shall be attributed according to the appropriate Construction document groups and types.
- I strongly recommend entering additional attributes within the subject description field.
- Remember - This system is used for Public Records Requests.

WEB FOCUS

- Managed reporting that provides a streamlined reporting environment, which is a self contained reporting system built by FDOT Administrators / developers for our communities of end users.
- Reports may be one day old.
- Reports can only be viewed through the Infonet.
- Works best through the FDOT VPN.
- <http://infonet.dot.state.fl.us/tlconstruction/STARS.htm> LINK

CIM (Construction Information Monitoring)

- PROVIDES ONE STOP SHOP FOR MONITORING ALL CONSTRUCTION CONTRACTS' ASPECTS. CURRENTLY IT MONITORS THE CONSTRUCTION PHASE. PRE AND POST-CONSTRUCTION PHASES' MONITORING FEATURES WILL BE AVAILABLE IN THE FUTURE.

CIM

- Construction
 - Contract Status, Associated Finproj , Dates, Cost & Time , Change Orders , Estimates, CEI / CCEI, Vendors/Subcontractors, Contacts, External Links, Notes, Reports
- Value Added
 - Feature Search Criteria, Feature Search Results, Value Added Features, Reports
- Located within the FDOT enterprise applications [LINK](#)

AARF – Automated Access Request Form

- This system was designed to automate computer security access requests, approvals, and authorizations.
- We are currently loading all Computer Security Access Requests through this system.
- Be sure to list all applications you will be using when submitting your request.
 - I recommend using the old paper Computer Security Access Request and all addendums when requesting a user ID.

Questions?

